



## RULES AND REGULATIONS GOVERNING A CERTIFICATE OF COMPLIANCE

1. A plat **must** be prepared and submitted with the application.
2. The plat **must** be drawn legibly and submitted on form **DPLU #239**, (no paper plats) completed in drawing ink or pencil. (Ballpoint pen is not acceptable.)
3. The plat **must** show and include the following information:
  - a. North point and scale. (**Must be engineer's scale:** 1" = 100', 200', 400' etc.)
  - b. Small scale vicinity map. Show "**site**" of parcel(s).
  - c. Abbreviated legal description (for entire project site **only**).
  - d. All parcels alphabetically labeled "Parcel A", "Parcel B", etc.
  - e. Current Assessor's Parcel Number (APN) of each existing parcel.
  - f. Owner's name of parcel.
  - g. Parcel boundary lines shown in **solid lines**.
  - h. Boundary dimensions of each parcel. (Bearings and curve data are **not** required **and** multiple dimensions may be grouped for curved or irregular boundaries.)
  - i. Location and **use** of all existing structures (e.g. **SFD, residence, barn, etc.**). Show setback distances of all structures from property lines and to centerline of all streets or easements.
  - j. Name, width and location of all existing and/or proposed street and road easements on or adjacent to site. Also, identify legal access to site.
  - k. Location of all dedicated open space and 100 year floodplain, if necessary.
  - l. Net area of each parcel. (Gross area not required.)
  - m. Current zoning and minimum parcel size. If more than one zone, identify each separated by dotted line.

NOTE: Additional items for plat on reverse.



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- n. Health Department Certification (only if property is not eligible, or not receiving service from sewer or water service agency).

*NOTE: If there is an existing septic system on any parcel(s) the plat shall include certification by the County Health Department.*

- o. Names, addresses, telephone numbers and signatures of **all** owners. (If owner is a Trust, the trustee(s) must sign as trustee(s). If owner is a corporation, the President or other authorized official must sign.)\*
- p. Name, address, telephone number and signature of the person who prepared the plat.\*
- q. **Merger of parcels proposal will be shown as one parcel: Parcel A.**

\* **NOTE:** All signatures are to be **signed in ink**. Under each signature also print name in small letters.

4. **The following items (if applicable) must be submitted with the plat:**

- a. Completed Permit Application Form DPLU #346 (front side only).
- b. Completed sewer and water availability letters Forms DPLU #399S and/or #399W if applicable.
- c. **Legible** copy of the current owner's recorded deed.
- d. Documentation of recorded access to subject property (unless abutting a public street), if not recorded with the current owner's deed.
- e. Project Description form (DPLU#715). The description should include the following: 1) the purpose of relocating the lot lines; 2) brief history of property if associated with previous discretionary projects; 3) total net acreage of subject parcels; 4) zoning regulations and 5) name of access road to each parcel. The description should adequately reflect the ultimate use of the site in terms of construction and development.
- f. **Designated Remainder Parcel Only**  
1. \$310 – DPW review deposit.
- g. **Minor Subdivision Violation Only**  
1. \$2,540.00 - DPW review deposit  
2. \$2,510.00 - Environmental review deposit

5. **Legal descriptions are not required at intake but must be submitted prior to final approval.** They must be typed on plain white paper, 8-1/2" x 11", with one (1) inch margins. Label each description to correspond with parcels shown on plat (e.g. "**Parcel A**", "**Parcel B**", etc. **Exhibit "A"** at top of first page). Also, if more than 2 pages, paginate: **1 of 3, 2 of 3, etc.**

If you have any questions concerning the above information, please contact the Department of Planning and Land Use at (858) 565-5981. If you have any questions concerning Health Department certification, please contact the Department of Environmental Health at (858) 565-5173.